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Chrono

10 June 1988

MEMORANDUM FOR: [REDACTED] STAT
Production Group

THROUGH: Chief, Production Group

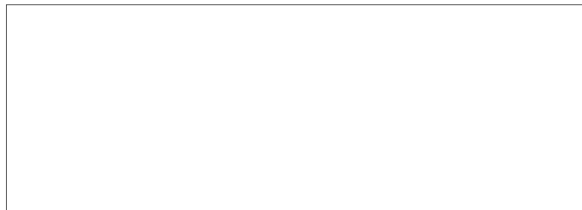
FROM: [REDACTED] STAT
Deputy Director, Foreign Broadcast Information Service

SUBJECT: Qualifications for Continued Assignment to an IS-04
Position

1. With the establishment of the IS Career Service in 1986, certain standards were set to determine a secretary's eligibility for assignment to any of the IS level positions. One requirement for assignment to IS-04 positions is that the secretary must be "Agency-qualified in shorthand." In order to give secretaries time to become shorthand-qualified and remain competitive for advancement, it was decided to relax temporarily the requirement for shorthand. This requirement modification lasts until 30 June 1989, after which time only fully qualified secretaries can be assigned to IS-04 positions.

2. Your official record indicates that you are not yet Agency-qualified in shorthand. Therefore, it is proper at this time to inform you that unless you successfully pass the Agency's shorthand test by 30 June 1989, you will be reassigned to an IS-03 position.

3. I think it is also fair to remind you that being assigned to an IS-04 position does not guarantee promotion to that level. Therefore, I urge you to work on your shorthand skills in order to remain in your current assignment and to be considered for other senior secretarial positions.



ACKNOWLEDGEMENT:

[REDACTED]

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